



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON SCHWEINFURT
CMR 457
APO AE 09033

IMEU-SWF-PWE

20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #3-18, Separate or Recycle Trash (SORT) Program in the United States Army Garrison (USAG) Schweinfurt

1. References:

- a. AE Reg 27-9, Misconduct by Civilians, 18 Apr 06
- b. AE Reg 600-1, Regulated Activities of Members of the U.S. Forces, the Civilian Component, and Family Members, 13 Jul 99
- c. AE Reg 690-64, Local National Employee Conduct, Discipline, Complaints, Grievances, and Labor Disputes, 18 Sep 84
- d. USAG Franconia Regulation 200-1, Separate or Recycle Trash (SORT) Program, 31 May 94
- e. USAG Schweinfurt Separate or Recycle Trash (SORT) Guidelines, 20 Oct 05
- f. German Civil Code, Sections 858, 859, 860, 862
- g. Schweinfurt City Code, 820-8741.11-1/83, City Statutes on Refuse Management

2. Purpose: To establish standards and responsibilities for proper execution of the SORT program in the USAG Schweinfurt. Proper policing and upkeep enhances the appearance of military structures and ensures compliance with the above referenced regulations.

3. Scope: This policy applies to all military and civilian personnel residing in, working in, or supported by the USAG Schweinfurt.

4. General: All personnel are responsible for acting in a manner consistent with good SORT practices. Individual residents are personally accountable for any SORT violations. The military chain-of-command has primary responsibility for enforcing the standards of the SORT Program and adhering to SORT regulatory requirements in unit buildings, motor pools, barracks and Army Family Housing areas. The senior occupant of each community facility is responsible for establishing and enforcing the SORT program in that facility.

This policy memorandum supersedes policy memorandum #3-18, dated 20 Sep 04, and remains in effect until superseded or rescinded.

IMEU-SWF-PWE

SUBJECT: Policy Memorandum #3-18, Separate or Recycle Trash (SORT) Program in the United States Army Garrison (USAG) Schweinfurt

5. Responsibilities:

a. Garrison Commander is responsible for the overall supervision of the SORT Program within the USAG Schweinfurt.

b. Directorate of Public Works.

(1) Supervises and manages the SORT Program within the USAG Schweinfurt area of responsibility.

(2) Publishes the SORT SOP and enforces clear standards for recycling.

(3) Executes the SORT Program fairly and sensibly.

(4) Actively publicizes the benefits and requirements of the SORT Program.

c. Commanders and Supervisors:

(1) Monitor their organization's compliance with the SORT Program and provide a system to encourage people to recycle.

(2) Take appropriate administrative or non-judicial action against SORT offenders.

(3) Ensure their Soldiers, U.S. civilians, and local national (LN) employees understand and follow the SORT Program at work and in government quarters/barracks.

d. Individual:

(1) All individuals working in, living in or receiving support from USAG Schweinfurt will recycle and place waste materials in the proper containers as identified in the USAG Schweinfurt SORT SOP.

(2) There are other additional requirements for individuals residing in certain housing areas. These requirements include recycling such items as plastics, styrofoam, organic waste, bulk trash, wooden items, and electronic devices.

6. SORT Policy Enforcement.

a. Military Members:

(1) First time SORT violators, or suspected violators, receive a letter from the DPW describing the alleged violation, a copy of this policy letter explaining the SORT policy, and an offer of SORT assistance and education.

IMEU-SWF-PWE

SUBJECT: Policy Memorandum #3-18, Separate or Recycle Trash (SORT)
Program in the United States Army Garrison (USAG) Schweinfurt

(2) Second time SORT violators, or suspected violators, receive a letter from the Garrison Commander through their Unit Commander. This letter describes the alleged violation and requests the Unit Commander initiate corrective training for the violator. Notwithstanding the guidelines in AR 600-20, para 4-6, the USAG Schweinfurt offers a detail of trash cleanup and recycling duties as one method of corrective training.

(3) I encourage commanders to consider UCMJ action for repeat offenders.

b. Civilian Violators:

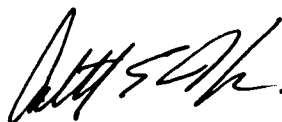
(1) First time SORT violators or suspected violators receive a letter from the DPW describing the alleged violation, a copy of this policy letter explaining the SORT policy, and an offer of SORT assistance and education.

(2) Multiple time SORT violators or particularly severe one-time violators receive a letter from the Garrison Commander either through their sponsor's unit commander or their own chain of command. The letter will describe the alleged violation and refer them to the Civilian Misconduct Action Authority (CMAA). The CMAA processes and investigates the alleged violations per AE Reg. 27-9.

(3) Potential CMAA actions include counseling, Letters of Warning, notification to US Hiring Authority of misconduct, suspension or revocation of Logistical Support, suspension of MWR privileges, termination of Government Quarters, and any other action permitted for SORT violations under AE Reg. 27-9.

7. The point of contact for this policy is the USAG Schweinfurt DPW Environmental Division at DSN 354-6795.

"PRIDE, PROFESSIONALISM, TEAMWORK!"



ANTHONY E. HAAGER
LTC, QM
Commanding

DISTRIBUTION:

A